

**STATE AID TO LOCAL LAW ENFORCEMENT PROGRAM  
P.O. BOX 818  
DOVER, DELAWARE 19903  
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**MINUTES OF THE OCTOBER 10, 2017  
COMMITTEE MEETING**

A State Aid to Local Law Enforcement Committee meeting was held on Tuesday, October 10, 2017, 12:00 Noon in the Public Meeting Room of the City of Dover Police Department, 400 South Queen Street, Dover, Delaware.

Chairman William Bryson called the meeting to order at 12:05 p.m. and conducted the proceedings. Attendees included:

Chief William Bryson, Chair*	Camden Police Department, representing Delaware Police Chiefs' Council
Chief Marvin Mailey*	Dover Police Department representing Kent County Police Chiefs'
Chief W. Scott Collins	Selbyville Police Department, representing Sussex County Police Chiefs' Council
Capt. Benjamin Feldmann*	Acting as proxy for Chief Bond, representing New Castle County Police Department
Robert Irwin*	Department of Justice
Chief Robert Tracy*	Wilmington Police Department
Carol Lee	SALLE/EIDE Coordinator
Chelsea Reynolds	Department of Safety and Homeland Security
Roger Willey	Department of Safety and Homeland Security
Capt. Michael VanCampen	Newark Police Department
Deputy Chief Kevin Feeney	Newark Police Department
Chief David Baylor	Delaware City Police Department
Capt. James Gestwicki	Wilmington Police Department
M/Cpl. Nellie Vega	Wilmington Police Department
Jeffrey Horvath	Delaware Police Chiefs' Council
Chief Christopher Workman	Cheswold Police Department
Chief Kenneth Brown	Milford Police Department
Capt. Gary Bailey	Milford Police Department

\*Committee Members

William Bryson called meeting to order at 12:05 pm and conducted a roll call of committee members and attendees.

**I. Approval of September 15, 2017 Minutes of the Meeting**

Chairman William Bryson asked if there were any amendments to the September 15, 2017 minutes of the meeting and hearing none, asked for a motion for approval. A motion was made by Chief Scott Collins and seconded by Chief Marvin Mailey that the September 15, 2017 minutes be

approved as submitted. Hearing no discussion, the minutes were approved by the Committee members.

Chief Bryson commented that a local news report had stated that the proposal for Dagsboro to assume patrol of Frankford and asked Carol Lee if she had any recent conversations with Frankford to support that statement. Carol Lee indicated that she had not, but had an upcoming meeting scheduled with them and would ask at that time.

Chief Bryson then stated that in the interests of not further delaying attending police chiefs, the Executive Session would be moved to the end of the meeting.

## **II. Discussion on procedural changes.**

The following items were brought up for discussion and proposed changes to guidelines: chiefs' eligibility for overtime, accounting procedures, and vacant seat on Committee. Chief Collins began the discussion on chiefs' eligibility for overtime by stating that Bethany Beach Police Department asked the Committee to consider allowing chiefs of smaller agencies the ability to work more overtime. Chiefs Bryson and Collins stated that they had no issue with increasing the number of certified officers in a department under which the Chief is eligible to work overtime but that there needs to be a reasonable limit. Chief Mailey questioned the type of overtime for which the funds would be used. Chief Bryson stated the use of overtime would still have to meet grant guidelines. After further discussion of specific department size, percentage of overtime the Chief is eligible to work and the purpose of overtime worked, Chief Mailey made a motion to change the limit of officers in a department under which the Chief is eligible to work overtime from 8 officers to 9-15 with 20% overtime eligibility for the chief. Chief Collins seconded the motion, and a vote was taken. As all Committee members were in favor, the motion carried.

Discussion next centered on preparation of overtime documentation for reporting of grant expenditures. Carol Lee stated that varying types of documentation is provided by each of the agencies and this makes it difficult to ensure that all the requirements of the guidelines are being met. Chiefs Baylor and Workman suggested providing a standardized form for the departments to submit. Captain Feldmann agreed with a standardized form as long as it was not too cumbersome or required such specific information as to hinder investigation. Chief Bryson offered a sample of what his department uses and Chief Workman did as well. It was agreed that Carol Lee would prepare a draft standardized for the Committee's review at a later date.

Handling interest income on grant accounts was discussed. Captain Feldman and Chief Mailey suggested clearing interest income each grant cycle and allowing it to be spent by the departments via a grant amendment. Carol Lee agreed that an amendment would provide better dollar tracking. The Committee asked Carol Lee to prepare a change to the guidelines for approval at a later date.

Types of documentation needed to verify expenses was the next item discussed. Carol Lee stated that purchase orders alone did not provide complete documentation of monies disbursed. Capt. Feldman stated that in his department some documentation was maintained by the Fiscal Department while funding programs were managed by the police department which made it difficult to obtain the documentation. After discussion, the Committee agreed that serial numbers should be provided for all equipment and asked Carol Lee to amend the guidelines and Final Report to include serial numbers as required information for purchased equipment.

The Committee also asks Carol Lee to prepare a form for documentation of expenditures for Professional Services.

Discussion continued with documentation of buy/informant money. Carol Lee stated that documentation of buy/informant money is handled differently among the departments and she would like a single system of documentation. The Committee agreed that a log or accounting of the buy/informant money must be kept and provided as documentation. This log would include amounts, dates and an identifier such as a case number or controlled buy number. The Committee also agreed that remaining buy/informant money must be documented on the Final Report and could be transferred to a following fiscal year's grant via amendment request. The Committee asked Carol Lee to make sure the guidelines reflect these items. Review and approval will follow at a later date.

The last item discussed was the vacant seat on the Committee. Carol Lee stated that there is a vacant seat on the Committee for a public member which is to be named by the Chairman of the Criminal Justice Council. The Committee agreed the position should be filled and asked Carol Lee to draft a letter for Chairman Bryson's signature.

Chairman William Bryson asked for any other business or discussion and hearing none, called for the beginning of the Executive Session.

### **III. Executive Session**

Chairman William Bryson stated that as all other business to be considered by the Committee at this meeting was completed, the Committee would now go into Executive Session as declared at the September 15, 2017 meeting. The Executive Session began at 1:04 p.m. The Executive Session ended at 1:33 p.m.

### **IV. Adjournment**

A motion for adjournment was made by Captain Feldman and seconded by Chief Mailey. The Committee members approved the motion and Chairman William Bryson adjourned the meeting at 1:33 p.m.